

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Sergeant	<u>Revision Date:</u>	11/02
			<u>EEO Code:</u>	Protective Service
			<u>Status:</u>	Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of a Police Captain, supervises a shift of police officers, in the patrol or detective division or performs special departmental support functions. May be assigned to special duty. All assignments and/or shifts will be directed by the Chief of Police.

III. Essential Duties

PATROL

- Supervises police officers including, but not limited to, the following activities:
- Review police reports for accuracy and input.
- Assist officers on the scene of an incident.
- Conduct criminal and accident investigations.
- Direct routine patrol assignments.
- Patrol, coach, and mentor officers.
- Give input to Lieutenants regarding policy and procedure development.
- Enter employee's payroll information into computer.
- Prioritize officers response to police calls for service.
- Evaluate employee's work performance.
- Deal with citizens: complaints, concerns, questions, etc.
- Provide back-up for officers on hazardous calls for service.

ADMINISTRATIVE

- Assist Chief of Police in administrative duties as assigned.
- Address and resolve officer complaints and problems.
- Respond to issues and concerns involving V.E.C.C.
- Make recommendations to administration regarding vehicles, equipment and staff assignments.
- Give input to Lieutenants/Captains regarding policy and procedure development.
- Assist in preparing bi-weekly payroll.
- Approve time-off.
- Evaluate employee's work performance.
- Deal with citizens: complaints, concerns, questions, etc.
- Provide back-up for officers on hazardous calls for service.
- Handle calls when necessary and appropriate.
- Coordinate special programs as assigned.

INVESTIGATIONS

- Give input to Lieutenants regarding policy and procedure developments.
- Develop/manage investigations operations - review & process reports, contact parents & guardians, evaluate referrals.
- Perform case management, criminal investigations, school liaison, DARE, etc.
- Staff evaluation and motivation; train, coach, and mentor investigators.
- Identify critical needs and services, ie. shelter, treatment, etc.
- Set long-term goals and objectives.
- Answer questions and concerns of citizens.
- Interagency liaison among courts, police, citizens, DFS, schools, etc..
- Work with investigators and outside agencies to develop programs and policies.
- Manage department diversion program, community payback program, etc.
- Develop appropriate in-service training to suit needs of department.
- Develop and utilize crime analysis information.
- Case report evaluation and approval.
- Payroll management - time entries, overtime approval.

Marginal Duties

- Attend supervisory meetings.
- May develop standard operating procedures.
- May be assigned to the Task force or other committees.
- Intra-department communication liaison.
- Equipment management and assessment.
- Perform other duties as assigned.
- May assume responsibility for special management and operation functions such as police officer training, data processing, firearms certification training, juvenile counseling, public programs or others.

IV. Qualifications:

Education & Experience: Six years of experience as a Peace Officer. May substitute one year of experience in the grade of officer for a bachelor's degree. Valid Utah Driver's License and POST Peace Officer Certification required.

Knowledge of: Police terminology and practices; municipal and state laws; City and Department policies and procedures; management, instruction and supervisory techniques; special duty may require knowledge and skills in specialized subfields as determined by changing departmental needs.

Responsibility for: Great responsibility for the care, condition, and use of materials and for making decisions affecting the activities of other people; decisions made by sergeants have the potential of having negative impacts on Sandy citizens in regards to public safety and impacts on public money if a wrong decision is made and the City is sued as a result of that wrong decision.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgement; requires well developed sense of strategy and timing; frequent contacts involving the carrying out of programs and schedules.

Tool, Machine, Equipment Operation: Requires regular use of a computer, printer, telephone, and copier; frequent use of an electronic typewriter; occasional use of a firearm; perform emergency vehicle driving.

Analytical Ability: Prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; organize, delegate, and establish meaningful goals; understand and apply the principles of community policing and community values.

V. Working Conditions:

Great mental effort is required daily to deal with hostile and upset persons; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to stressful situations; must maintain adequate physical fitness; rotating shift work, days and graveyard, weekends and holidays; frequent exposure to unpleasant or hazardous conditions caused by the handling of dangerous situations and outdoor work in all types of weather; moderate stooping\kneeling and climbing\balancing.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____